



# REQUEST FOR QUOTATION

## RFQ# HQ921316

Quotations are due by 3:00 P.M., Local Time  
May 18, 2009

### ARIZONA DEPARTMENT OF HEALTH SERVICES

1740 W. Adams  
Phoenix, AZ 85007  
Phone: (602) 542-1040  
Fax: (602) 542-1741

Date: 5/06/09

### VENDOR NOTICE

#### THIS IS NOT A PURCHASE ORDER

The terms and conditions attached to this form should be reviewed and understood before preparing a quotation.

The Uniform Terms and Conditions and Uniform Instructions to Offerors are incorporated into this document by reference, and may be obtained by visiting: <http://www.azeps.az.gov/PoliciesDocuments/terms/UIOV7.pdf> for the Instructions, <http://www.azeps.az.gov/PoliciesDocuments/terms/UTCv7.pdf> for the Terms and Conditions. In accordance with A.R.S. 35-391.06 and 35-393.06, the Contractor hereby certifies that the Contractor does not have scrutinized business operations in Iran and Sudan.

In accordance with Arizona Revised Statute 41-2535(B), this purchase is restricted to small businesses, if practicable. By signing this form, the Offeror self certifies that it is a small business as defined above. Please check as many as applicable:

\_\_\_\_ I certify that my company is a Small Business. A Small Business is defined as a company having fewer than one hundred (100) employees or less than four million dollars (\$4,000,000) in gross receipts.

\_\_\_\_ I certify that my company is a Woman-Owned Business Enterprise (WBE). A WBE is defined as an enterprise where a woman owns at least fifty-one percent (51%) of the business. The owner(s) must have the day-to-day control of the firm and have experience and expertise in the firm's primary area of operation. The owner(s) must hold a proportionate share of the business capital, assets, profits and losses commensurate with their ownership interest.

\_\_\_\_ I certify that my company is a Minority-Owned Business Enterprise (MBE). An MBE is defined as an enterprise where an ethnic minority owns at least fifty-one percent (51%) of the business. The owner(s) must have the day-to-day control of the firm and have experience and expertise in the firm's primary area of operation. The owner(s) must hold a proportionate share of the business capital, assets, profits and losses commensurate with their ownership interest.

#### Submit via Fax or in person to Location:

1740 West Adams, Room 303  
Phoenix, AZ 85007

#### Delivery / Pick Up Location:

Arizona Department of Health Services  
Office of Special Licensing  
150 N. 18<sup>th</sup> Ave, Ste 460  
Phoenix, AZ 85007

#### Contracts Officer/Buyer: Cindy Sullivan

Phone: (602) 542-2934 Fax: (602) 542-1741

Email: [sullivc@azdhs.gov](mailto:sullivc@azdhs.gov)

| Item | Description of Material or Service  | Unit         | Rate     |
|------|---|--------------|----------|
| 1    | Administer and score licensing practical examinations for the Office of Special Licensing for Hearing Aid Dispenser licensing applicants. | Per Exam Day | \$ _____ |
| 2    | Administer and score licensing practical examinations for the Office of Special Licensing for Midwifery licensing applicants.             | Per Exam Day | \$ _____ |

#### THIS SECTION MUST BE COMPLETED BY VENDOR

|              |         |      |       |          |           |         |
|--------------|---------|------|-------|----------|-----------|---------|
| Company Name | Address | City | State | Zip Code | Phone No. | Fax No. |
|              |         |      |       |          |           |         |

Signature

Date

Typed Name and Title

Chief Procurement Officer: \_\_\_\_\_

Date: \_\_\_\_\_

# **SPECIAL INSTRUCTIONS TO OFFERORS**

## **REQUEST FOR QUOTATION # HQ921316**

**A. SUBMISSION:**

Quotations shall be signed by the Offeror where applicable and delivered as designated no later than the date and time indicated on the first page of the document.

**B. INQUIRIES:**

All inquiries must be submitted in writing to the Solicitation contact person, and within five (5) days before the Offer due date and time to allow sufficient time for question review and response.

**C. IDENTIFICATION:**

Offeror agrees to provide a federal identifier (EIN or SSN) for the purposes of reporting to the appropriate taxing authorities, monies paid by the State under this Contract.

**D. OPENING:**

This is an informal quotation, which will not be read at a public opening; however, the information may be publicly reviewed after an award.

**E. STANDARD PROVISIONS:**

The State of Arizona's Uniform Instructions and Uniform Terms and Conditions, where applicable, are a part of this document as if fully set forth herein. Copies of these documents are available from the A.D.H.S. Procurement Office or may be viewed at Arizona Department of Administration webpage at [www.azdoa.gov](http://www.azdoa.gov).

**F. TAXES:**

The State of Arizona is exempt from Federal excise Tax, including the Federal Transportation Tax.

**G. BID REJECTION:**

The State reserves the right to reject any, or all, bids, combinations of items, or lot, and to waive defects or informalities.

**H. ERASURE:**

Erasures, inter-lineation or other modifications must be initialed by the individual signing the Request for Quotation.

**I. UNIT PRICE:**

In case of error in the extension prices in the Quotation the unit price will govern. No Quotation shall be altered, amended or withdrawn after the specific date and time for receiving Quotations. Negligence by the vendor in preparing the Quotation confers no right for the withdrawal of the quotation after it has been opened.

**J. EVALUATION:**

Award shall be made based on the lowest price, and the responsible and responsive bidder whose bid conforms in all material respect to the requirements set forth in the request for quotation, and is determined to be the most advantageous to the State.

**K. NEGOTIATIONS:**

Negotiations may be held.

**L. PAYMENT:**

The State will make every effort to process payment for the purchase of goods or services within thirty (30) calendar days after receipt of goods or services and a correct notice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account. Any offer that requires payment in less than thirty (30) calendar days shall not be considered.

|  |
|--|
| <p style="text-align: center;"><b>SPECIAL INSTRUCTIONS TO OFFERORS</b><br/><b>REQUEST FOR QUOTATION # HQ921316</b></p> |
|--|

**M. ARIZONA PROCUREMENT CODE:**

The Arizona Procurement Code (A.R.S. Title 41), Chapter 23 is available at most public libraries; A.C.C.R. Title 2, Chapter 7 may be purchased from the Arizona Secretary of State; and both are available for review at the D.H.S. Procurement Office. They may be viewed at Arizona Department of Administration webpage at <http://www.azdoa.gov/>

**N. REASONS FOR CANCELLATION:**

Failure to provide materials, supplies or instruments in accordance with specifications or failure to meet the stated delivery commitment shall be cause for IMMEDIATE cancellation of the Contract.

**O. ADDITIONAL TERMS AND CONDITIONS:**

Submission of additional terms, conditions or agreements with the bid document may result in bid rejection.

**P. NON EXCLUSIVE CONTRACT:**

Any Contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the State of Arizona. The State reserves the rights to obtain like goods or services from another source when necessary. Off-contract purchase authorization (SPO form 150) may only be approved by the State Procurement Administrator. Approval shall be at the exclusive discretion of the State Procurement Administrator and shall be final. However, approval shall be granted only after a proper review and when deemed to be appropriate. Off-contract procurement shall be consistent with the Arizona Procurement Code.

**Q. SUSPENSION OR DEBARMENT CERTIFICATION:**

By signing the offer section of the offer and acceptance, Page One (1) of this document, the bidder or offeror certifies that the firm, business or person submitting the bid or offer has not been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government. Signing the offer section without disclosing all pertinent information about a debarment or suspension shall result in rejection of the bid or offer or cancellation of a Contract. The State also may exercise any other remedy available by law.

**R. SUPPORTING DOCUMENTATION:**

Bidder shall submit a copy of a current resume that demonstrates the experience and requirements as stated in the Scope of Work with the Quote.

|  |
|--|
| <p style="text-align: center;"><b>SPECIAL TERMS AND CONDITIONS</b><br/><b>REQUEST FOR QUOTATION # HQ921316</b></p> |
|--|

**A. PURPOSE:**

Pursuant to provisions of the Arizona Procurement Code, A.R.S. 41-2501 Et Seq., the State of Arizona, Department of Health Services (ADHS) intends to establish a Contract for the materials or services as listed herein.

**B. CONTRACT TYPE:**

☒ Fixed Price

**C. TERM OF CONTRACT:**

The term of the Contract shall commence upon award and shall remain in effect for a period of three (3) years or \$50,000, whichever comes first, unless terminated, canceled or extended as otherwise provided herein.

**D. CONTRACT EXTENSION:**

ADHS may, by mutual written Contract amendment, extend any resultant Contract in up to twelve (12) month increments for a maximum of two (2) years. The Contract term shall not exceed a total of five (5) years from the date of Contract award, or \$50,000, whichever comes first.

**E. NON-EXCLUSIVE CONTRACT:**

Any Contract shall be awarded with the understanding and agreement that it is for the sole convenience of the State of Arizona. The State reserves the right to obtain like goods or services from another source when necessary, or when determined to be in the best interest of the State.

**F. ORDER PROCESS:**

The award of a Contract shall be in accordance with the Arizona Procurement Code. Any attempt to represent any material and/or service not specifically awarded as being under Contract with ADHS is a violation of the Contract and the Arizona Procurement Code. Any such action is subject to the legal and Contractual remedies available to the State inclusive of, but not limited to, Contract cancellation, suspension and/or debarment of the Contractor.

**G. VOLUME OF WORK:**

The Arizona Department of Health Services does not guarantee a specific amount of work either for the life of the Contract or on an annual basis.

**H. CONTRACTOR PERFORMANCE REPORTS:**

Program management shall document Contractor performance, both exemplary and needing improvements where corrective action is needed or desired. Copies of corrective action reports will be forwarded to the ADHS Procurement Office for review and any necessary follow-up. The Procurement Office may contact the Contractor upon receipt of the report and may request corrective action. The Procurement Office shall discuss the Contractor's suggested corrective action plan with the Procurement Specialist for approval of the plan.

**I. INFORMATION DISCLOSURE:**

The Contractor shall establish and maintain procedures and controls that are acceptable to the State for the purpose of assuring that no information contained in its records or obtained from the State or from others in carrying out its functions under the Contract shall be used or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the Contract. Persons requesting such information should be referred to the State. The Contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of Contractor as needed for the performance of duties under the Contract, unless otherwise agreed to in writing by the State.

# SPECIAL TERMS AND CONDITIONS

## REQUEST FOR QUOTATION # HQ921316

### **J. EMPLOYEES OF THE CONTRACTOR:**

All employees of the Contractor employed in the performance of work under the Contract shall be considered employees of the Contractor at all times, and not employees of the ADHS or the State. The Contractor shall comply with the Social Security Act, Worker's Compensation laws and Unemployment laws of the State of Arizona and all State, local and Federal legislation relevant to the Contractor's business.

### **K. AUTHORIZATION FOR PURCHASE OF GOODS AND SERVICES:**

Authorization for purchase of goods and services under this Contract shall be made only upon ADHS issuance of a Purchase Order that is signed by an authorized agent. The Purchase Order will indicate the Contract number and the dollar amount of funds authorized. The Contractor shall only be authorized to charge for items up to the amount on the Purchase Order. ADHS shall not have any legal obligation to pay for items in excess of the amount indicated on the Purchase Order. No further obligation for payment shall exist on behalf of ADHS unless: a) the Purchase Order is changed or modified with an official ADHS Procurement Change Order, and/or b) an additional Purchase Order is issued for purchase of goods and services under this Contract.

### **L. PAYMENT PROCEDURES:**

ADHS accounting will not make payments to any Entity, Group or individual other than the Contractor with the Federal Employer Identification (FEI) Number identified in the Contract. Contractor invoices requesting payment to any Entity, Group or individual other than the contractually specified Contractor shall be returned to the Vendor for correction.

The Contractor shall review and insure that the invoices for services provided show the correct Contractor name prior to sending them to the ADHS Accounting Office for payment.

If the Contractor Name and FEI Number change, the Contractor must complete an "Assignment and Agreement" form transferring Contract rights and responsibilities to the new Contractor. ADHS must indicate consent on the form. A written Contract Amendment must be signed by both parties and a new W-9 form must be submitted by the new Contractor and entered into the system prior to any payments being made to the new Contractor.

### **M. PAYMENT:**

All invoices shall include delivery time, and contractual payment terms. Items are to be identified by the name, product number, Contract number, line item number, and serial number if applicable. Any Contract release order issued by the requesting agency shall refer to the Contract number and line item number(s).

### **N. FINANCIAL MANAGEMENT:**

For all Contracts, the practices, procedures, and standards specified in and required by the Accounting and Auditing Procedures Manual for Arizona Department of Health Services funded programs shall be used by the Contractor in the management of Contract funds and by the ADHS when performing a Contract audit. Funds collected by the Contractor in the form of fees, donations and/or charges for the delivery of these Contract services shall be accounted for in a separate fund.

State Funding. Contractors receiving state funds under this Contract shall comply with the certified Compliance provisions of A.R.S. § 35-181.03.

Federal Funding. Contractors receiving federal funds under this Contract shall comply with the certified finance and compliance audit provision of the Office of Management and Budget (OMB) Circular A-133, if applicable. The federal financial assistance information shall be stated in a Change Order or Purchase Order.

### **O. INSPECTION AND ACCEPTANCE:**

## **SPECIAL TERMS AND CONDITIONS**

### **REQUEST FOR QUOTATION # HQ921316**

All services, data and required reports are subject to final inspection, review, evaluation and acceptance by the ADHS. The ADHS may withhold payment for services that are deemed to not meet Contract standards.

#### **P. PRICE ADJUSTMENT**

Contractor prices accepted and subsequently awarded by a Contract shall remain in effect for a minimum of one (1) year. The Contractor may request a price adjustment, but the State will not review or approve an increase until the Contract has been in effect for one (1) year. The ADHS Procurement Office will review any requested rate increase to determine whether such request is reasonable in relation to increased supplier or material costs. Contractor shall provide written justification for any price adjustment requested, including information contained in the Consumer Price Index or similar official cost analysis to support any requested price increase. Any price increase adjustment, if approved, will be effective upon execution of a written Contract amendment. Likewise, the Contractor shall offer the State a price adjustment reduction concurrent with reduced costs from their suppliers. Price reductions will become effective upon execution of a Contract amendment.

#### **Q. OFFSHORE PERFORMANCE OF WORK PROHIBITED:**

Due to security and identity protection concerns, direct services under this Contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the Contract. This provision applies to work performed by subcontractors at all tiers.

#### **R. COMPLIANCE REQUIREMENTS FOR A.R.S. § 41-4401, GOVERNMENT PROCUREMENT: E-VERIFY REQUIREMENT**

1. The Contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23-214, Subsection A.
2. A breach of a warranty regarding compliance with immigration laws and regulations shall be deemed a material breach of the Contract and the Contractor may be subject to penalties up to and including termination of the Contract.
3. Failure to comply with a State audit process to randomly verify the employment records of Contractors and Subcontractors shall be deemed a material breach of the Contract and the Contractor may be subject to penalties up to and including termination of the Contract.
4. The State Agency retains the legal right to inspect the papers of any employee who works on the Contract to ensure that the Contractor or Subcontractor is complying with the warranty under paragraph 1.

#### **S. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996:**

The Contractor warrants that it is familiar with the requirements of HIPAA and HIPAA's accompanying regulations and will comply with all applicable HIPAA requirements in the course of this Contract. Contractor warrants that it will cooperate with the Arizona Department of Health Services (ADHS) in the course of performance of the Contract so that both the ADHS and Contractor will be in compliance with HIPAA, including cooperation and coordination with the ADHS Privacy Officer and other compliance officials required by HIPAA and its regulations. Contractor will sign any documents that are reasonably necessary to keep the ADHS and Contractor in compliance with HIPAA, including, but not limited to, business associate agreements.

If requested by the ADHS, Contractor agrees to sign the "Arizona Department of Health Services Pledge To Protect Confidential Information" and to abide by the statements addressing the creation, use and disclosure of confidential information, including information designated as protected health information and all other confidential or sensitive information as defined in policy. In addition, if requested, Contractor agrees to attend or participate in HIPAA training offered by the

|  |
|--|
| <p style="text-align: center;"><b>SPECIAL TERMS AND CONDITIONS</b><br/><b>REQUEST FOR QUOTATION # HQ921316</b></p> |
|--|

ADHS or to provide written verification that the Contractor has attended or participated in job related HIPAA training that is: (1) intended to make the Contractor proficient in HIPAA for purposes of performing the services required and (2) presented by a HIPAA Privacy Officer or other person or program knowledgeable and experienced in HIPAA and who has been approved by the ADHS HIPAA Compliance Officer.

# SPECIAL TERMS AND CONDITIONS

## REQUEST FOR QUOTATION # HQ921316

### T. PANDEMIC CONTRACTUAL PERFORMANCE:

1. The State shall require a written plan that illustrates how the Contractor shall perform up to contractual standards in the event of a pandemic. The State may require a copy of the plan at anytime prior or post award of a Contract. At a minimum, the pandemic performance plan shall include:
  - 1.1 Key succession and performance planning if there is a sudden significant decrease in Contractor's workforce;
  - 1.2 Alternative methods to ensure there are products in the supply chain; and
  - 1.3 An up to date list of company contacts and organizational chart.
2. In the event of a pandemic, as declared the Governor of Arizona, U.S. Government or the World Health Organization, which makes performance of any term under this Contract impossible or impracticable, the State shall have the following rights:
  - 2.1 After the official declaration of a pandemic, the State may temporarily void the Contract(s) in whole or specific sections, if the Contractor cannot perform to the standards agreed upon in the initial terms;
  - 2.2 The State shall not incur any liability if a pandemic is declared and emergency procurements are authorized by the Director as per A.R.S. 41-2537 of the Arizona Procurement Code; and
  - 2.3 Once the pandemic is officially declared over and/or the Contractor can demonstrate the ability to perform the State, at its sole discretion, may reinstate the temporarily voided Contract(s).

### U. INDEMNIFICATION:

Contractor agrees to indemnify, defend, save and hold harmless the State of Arizona, and their respective directors, officers, officials, agents and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, costs, losses, or expenses, including reasonable attorney's fees, (hereinafter collectively referred to as "Claims") arising out of actual or alleged bodily injury or personal injury of any person (including death) or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of Contractor's directors, officers, agents, employees, volunteers or subcontractors. This indemnity includes any claim or amount arising or recovered under the Workers' Compensation Law or arising out of the failure of Contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all Claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable.

This indemnity shall not apply if the Contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

### V. INSURANCE REQUIREMENTS:

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The *insurance requirements* herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this Contract by the Contractor, its agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.



# SPECIAL TERMS AND CONDITIONS

## REQUEST FOR QUOTATION # HQ921316

1. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage with limits of liability not less than those stated below.

### 1.1 Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

|  |             |
|--|-------------|
| General Aggregate                                | \$1,000,000 |
| Products – Completed Operations Aggregate        | \$ 500,000  |
| Personal and Advertising Injury                  | \$ 500,000  |
| Blanket Contractual Liability – Written and Oral | \$ 500,000  |
| Fire Legal Liability                             | \$ 25,000   |
| Each Occurrence                                  | \$ 500,000  |

- 1.1.1 The policy shall be endorsed to include the following additional insured language: **“The Arizona Department of Health Services, the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor”; and**

- 1.1.2 Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

### 1.2 Worker's Compensation and Employers' Liability

|                       |           |
|-----------------------|-----------|
| Workers' Compensation | Statutory |
|-----------------------|-----------|

|                         |           |
|-------------------------|-----------|
| Employers' Liability    |           |
| Each Accident           | \$100,000 |
| Disease – Each Employee | \$100,000 |
| Disease – Policy Limit  | \$100,000 |

- 1.3.1 Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor; and

- 1.3.2 This requirement shall not apply to: Separately, EACH Contractor or subcontractor exempt under A.R.S. 23-901, AND when such Contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

2. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:

- 2.1 The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract;
- 2.2 The Contractor's insurance coverage shall be primary insurance with respect to all other available sources; and
- 2.3 Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

## SPECIAL TERMS AND CONDITIONS

### REQUEST FOR QUOTATION # HQ921316

3. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to **The Arizona Department of Health Services, Procurement Office, 1740 West Adams Street, Room 303, Phoenix, Arizona 85007**, and shall be sent by certified mail, return receipt requested.
4. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with duly licensed or approved non-admitted insurers in the State of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.
5. **VERIFICATION OF COVERAGE:** Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.
  - 5.1 All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of Contract; and
  - 5.2 All certificates required by this Contract shall be sent directly to **The Arizona Department of Health Services, Procurement Office, 1740 West Adams Street, Room 303, Phoenix, Arizona 85007**. The State of Arizona project/Contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT DIVISION.**
6. **SUBCONTRACTORS:** Contractors' certificate(s) shall include all subcontractors as insureds under its policies **or** Contractor shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
7. **APPROVAL:** Any modification or variation from the *insurance requirements* in this Contract shall be made by the Department of Administration, Risk Management Division, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.
8. **EXCEPTIONS:** In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the Contractor or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

#### W. ESTIMATED QUANTITIES:

ADHS anticipates activity under this Contract; however, no commitment of any kind is made concerning volume of service requested.

# **SCOPE OF WORK**

## **REQUEST FOR QUOTATION # HQ921316**

### **A. BACKGROUND:**

The Arizona Department of Health Services (ADHS) Office of Special Licensing (OSL) oversees three (3) distinct licensing programs of Licensed Midwifery, Group Homes serving the Developmentally Disabled, and Speech and Hearing Professionals, including but not limited to, Audiologists, Dispensing Audiologists, Temporary Speech-Language Pathologists, Speech-Language Pathologists, Speech-Language Pathologists Limited, Temporary Hearing Aid Dispensers, Hearing Aid Dispensers, and Business Hearing Aid Dispensers.

The OSL also oversees the critical functions of Life Safety Code survey work, Architectural Review, and the liaison to the Department of Public Safety Board of Fingerprinting.

### **B. OBJECTIVE:**

To secure multiple contracts with consulting hearing aid dispensers, dispensing audiologists, and certified nurse midwives to administer and score the qualifying practical examinations for hearing aid dispenser and midwifery licensure on an annual or biannual basis and provide written feedback regarding the quality of the examinations and related materials to the OSL.

### **C. SCOPE OF WORK:**

The Contractor shall:

1. Administer and score the qualifying practical examination to applicants for initial licensure on an annual or biannual basis at offices within the ADHS located at 150 North 18<sup>th</sup> Avenue, Suite 460, Phoenix, AZ 85007 or at another location to be determined; and
2. Provide written feedback on the quality of licensing examinations and related materials to the Office of Special Licensing for consideration by the Examination subcommittee of the Speech and Hearing Professionals Advisory Committee or the licensed Midwifery Examination Workgroup.

### **D. TASKS/DELIVERABLES:**

The Contractor shall provide the following services:

1. Work flow is anticipated to be a minimum of ten (10) examinations administered once per year for hearing aid dispensing practical examiners and a minimum of two (2) examinations administered twice per year for midwifery practical examiners;
2. It is anticipated there will be a minimum of ten (10) clients, once per year taking the hearing aid dispenser examination, and a minimum of two (2) clients, twice per year taking the midwifery practical examination;
3. Service units to be counted are per examination day;
4. The examination administration service will be accomplished at ADHS offices or at another ADHS location to be determined;
5. The examination administration service is required at a minimum of annually for hearing dispenser examinations and bi-annually for midwifery examinations and the written feedback on the quality of examinations and related materials is required directly following each examination day;
6. The hours of work will vary based upon the number of examinees and/or applicants in a given year. However, scheduling will be done according to Contractor's availability;
7. The conditions for changing providers include inability to perform the work described above, lack of availability to perform the work described above, or termination of the Contract;

|   |
|---|
| <div style="text-align: center;"><b>SCOPE OF WORK</b><br/><b>REQUEST FOR QUOTATION # HQ921316</b></div> |
|---|

8. Administration of practical examinations for initial licensure of hearing aid dispenser or midwifery applicants and/or examinees on an annual or bi-annual basis; objective evaluation of responses by examinees; objective scoring of responses by examinees; and accurate reporting of the practical examination results;
9. Objective analysis of examination content and related materials; and written opinions and recommendations related to examination content and related materials;
10. Administration of practical examinations once or twice per year;
11. Point-in-time scoring or examinations administered; and
12. Seventy-two (72) hour response time to provide written feedback on examination content and related materials.

**E. GOVERNING STATE LAWS**

State laws that inform or mandate the work and/or related requirements include Arizona Revised Statutes (A.R.S.) Title 36, Chapter 6, Article 7; A.R.S. Title 36, Chapter 17, Articles 1 and 2 (<http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp>) Arizona Administrative Code (A.A.C.) Title 9, Chapter 16, Article 1; and A.A.C. Title 9, Chapter 16, Article 3 ([http://www.azsos.gov/public\\_services/Table\\_of\\_Contents.htm](http://www.azsos.gov/public_services/Table_of_Contents.htm));

**F. REQUIREMENTS:**

1. The Contractor shall have the following qualifications:
  - 1.1 ADHS Licensed Audiologist, Dispensing Audiologist, Hearing Aid Dispenser, or Midwife or Arizona Board of Nursing (ABON) Certified Nurse Midwife (CNM);
  - 1.2 Five (5) years of practice in audiology, hearing aid dispensing, or midwifery;
  - 1.3 Clinical interviewing skills;
  - 1.4 Extensive knowledge of the Arizona scope of practice of licensed hearing aid dispensers or midwifery; emergency procedures used in birthing experiences; prenatal and postpartum related lab work and or interpretation of lab results; and
  - 1.5 Ability to administer examination questions and solicit skill demonstration and scored verbal responses and demonstrated skill sets.
2. The Contractor shall submit:
  - 2.1 A current resume;
  - 2.2 A current and complete Certificate of Insurance (COI) within ten (10) days or sooner of Contract award. A Purchase Order will not be issued without a current and valid COI that meets the requirements of the Contract;
  - 2.3 A copy of a current ADHS license or ABON CNM; and
  - 2.4 A State substitute W-9, if applicable.

|   |
|---|
| <p style="text-align: center;"><b>SCOPE OF WORK</b><br/><b>REQUEST FOR QUOTATION # HQ921316</b></p> |
|---|

**G. NOTICES, CORRESPONDENCE, REPORTS AND INVOICES:**

1. Notices, correspondence and invoices from the Contractor to ADHS shall be sent to:

Rohno Geppert, State Licensing Program Manger  
Arizona Department of Health Services  
Office of Special Licensing  
150 N. 18<sup>th</sup> Avenue, Suite 460  
Phoenix, AZ 85007  
Phone 602-364-2079  
Fax 602-364-4769  
[Rohno.Geppert@azdhs.gov](mailto:Rohno.Geppert@azdhs.gov)

2. Notices, correspondence, reports and payments from ADHS to the Contractor shall be sent to:  
(Contractor to complete)

Contractor \_\_\_\_\_  
Attention: \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

3. Payments from ADHS to the contractor shall be sent to:

Only use this section if address is different from above